

## Continuing Education

The Firm is committed to advancing employees' professional growth and development through a variety of internal and external activities including: seminars and workshops, lunch and learns, design lunches, licensing exams and professional accreditations, software training, and field trips.

- **Seminars & Workshops:** Employees may apply for time off with pay and / or for financial support to attend conferences, seminars, and training sessions to advance their professional skill set and benefit the firm. Seminars or workshops are typically local, but can be internal or external, given by firm employees, materials suppliers, consultants, engineers, or other practicing professionals on specific topics. Requests are to be submitted in advance of the event to a Principal to be reviewed on a case-by-case basis. Every year, the firm pays for each employee to attend one educational session or tour at Architecture Boston Expo (ABx).
- **Lunch & Learns:** 'Lunch and Learns' are scheduled regularly during office hours to provide the employees the opportunity to pursue CEU credits for licensing requirements. Time spent should be billed to Professional Development.
- **Design Lunches:** The office schedules regular design lunches where all employees are encouraged to participate and exchange knowledge and ideas. Design lunches are an opportunity for emerging professionals to present on a topic of their interest such as research projects, new software technology or architectural travel impressions. Senior staff lead design lunches on technical topics and sustainable practices to exchange 'lessons learned' with emerging professionals. Design lunches are also a time where all employees can review together current office projects.
- **Architect Registration Exam:** While working at LWA, employees will be reimbursed the full cost of each Licensing Examination that have been passed. These costs should be billed to Professional Development. Expense reports with proper documentation of passed exams are to be submitted to the Controller.
- **Professional Accreditations and Exams:** While working at LWA, employees who pass the USGBC LEED Green Associate or LEED Accredited Professional exams will be reimbursed for the cost of the exam. Reimbursement for other exams or accreditation processes will be reviewed on a case by case basis.
- **Software Training:** The office pays for professional 3-day training in Revit software for employees. The office further encourages interoffice exchange of software knowledge and skills through design lunches.
- **Field Trips:** The office organizes and sponsors a full day field trip each year for all employees to local architectural, construction and fabrication sites.
- **Design Retreat:** The office organizes and sponsors a half day field trip each year for all employees to a recently completed project site for an annual Design Retreat. At this retreat,

all current and recently-completed projects are presented and discussed. Here we discuss successes, challenges, and lessons learned for various projects. We also look at design trends, where our work has led us, and where we envision it going in the future.

*In 2018, Leers Weinzapfel Associates won the AIA New England Award for Emerging Professional Friendly Firm Award.*